

**STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT
(SPF SIG)**

Evaluation Workgroup

August 21st, 2007

MINUTES

PRESENT: Bob Levy, Chair

DMHA STAFF: Marcia French
Kim Manlove

Attendees:

Bob Levy, Jeff Barber, Marcia French, Harold Kooreman, Rebecca Smith, Jeanie Alter, Tom Steiger, Marion Greene, Kim Manlove and Eric Martin

Call to Order

Bob Levy called the meeting to order and the minutes of July 24th, 2007 were approved. Bob also introduced Tom Steiger from the Indiana State University team that is the local evaluation and technical assistance contractor for Vigo County.

Updates Reports

- A. **SEOW Report** – Marcia French reported that all the drug chapters have been updated in the Epidemiological Profile but that some data sets are still being finalized. There will be two new sections in the 2007 report; a highlights section that will identify key issues and a section on indicators and ranking of counties by the severity of the problem. The SEOW has set Mid-September as the submission deadline date for data to be included in this years report.
- B. **SPF SIG Site Visits and Contract Updates** - Marcia reported that 8 of the 12 contracts have been activated and expressed the hope that the 4 remaining contracts would be activated by the end of the week. Initial site visits to all communities have been completed and project work plans based on these visits have been distributed. Follow up visits are now taking place by project staff, the IPRC and ISU contractors to address specific needs of the communities. She noted that some communities are moving faster than others. Eric Martin and Jeanie Alter reported on the progress of hiring additional staff members for the project, they have identified 3 of 4 individuals for their available positions. Tom Steiger reported on how the ISU staff had decided to organized to serve Vigo County.
Marcia also reported on her meeting with Central CAPT in which they discussed the document *New Mexico Community Tools to Assess Intervening Variables Related to Alcohol Related Motor Vehicle Crashes among 15-24 year olds*. She and Eric Wright will work on developing a model from this document that can be used by Indiana funded communities for the three priority areas of Alcohol, Cocaine and Methamphetamine. She asked that the Evaluation Workgroup review the document and send their suggestions to her. The hope would be to have the document finalized by the end of September. She requested that feedback be emailed to her by noon on September 14th.
- C. **Training/Outreach Update** - Marcia reviewed the agenda for the training scheduled for September 24th and 25th. Each session will be connected to a SPF Step. Tonia Smith is developing a SPF SIG Power Point presentation that will become the standard of Indiana presentations. A suggestion was made that the schedule be rearranged on the second day to include a facilitated discussion among the communities that could include topics

related to the priorities and partnering. Bob suggested that the agenda was missing a time for participants to express what they would like to see more of in future trainings and technical assistance as well as opportunities for feedback at the end of each session.

D. Discuss Process/Program Evaluation for Communities

Jeannie Alter reported that she has developed a menu of services for the communities based on the results of the site visits that will be the main point of discussion with the communities on their follow up visits. She also discussed how the IPRC will approach the local evaluation process in which some communities will only require guidance while others may need more hands on assistance. Tom Steiger reported that the Vigo County team had decided they would do the evaluation initially and then work to build the community's capacity to do future evaluations on their own.

E. Evaluation Levels with IPRC (local) & SEOW (state)

Jeannie discussed the Evaluation and TA distribution of funds in the IPRC contract and noted the critical nature of the funding and the impact it has on the success of the SPF SIG project. Eric Martin noted that the interpretation of the funding is critical because it could possibly create a disincentive for the PRC in providing service. Bob Levy stressed that there are different models available to build the evaluation infrastructure around the state but urged that we keep it local and work toward a consistent model.

F. Annual Evaluation/questionnaire – Web-based/workgroup/member ratings

Harold Kooreman reported that 34 out of a possible 80 Responses to the Annual Evaluation have been received. He is sending out a follow up reminder to stimulate a greater response.

G. September Workshop – Design Evaluation Focus.

Bob asked that Tom Steiger, Jeannie Alter and Harold Kooreman assist with the Evaluation portion of the workshop with Bob describing the role and work of the Evaluation Workgroup, Tom the work and role of the ISU team, Jeannie will discuss the role of the IPRC and Harold the statewide evaluation aspect. He noted that not only should communities become adept at evaluation they must also learn to be consumers of evaluation, so that evaluation becomes a change mechanism through informed decision making. Bob will generate an outline and forward it to the group for comment and suggestions.

New Business None

Meeting was adjourned at 11:50 AM.